

## Stapleton Mansion Homes Condominium Association

September 11, 2017

### Memorandum

To: All members

With this memorandum we are including notice of membership meetings to be held on October 2, 2017. There will be two meetings – the first meeting at 6:30 PM will be for the owners/members to ratify the proposed budget for 2018 as this is required by Article III paragraph 6 of *the Declaration of Covenants, Conditions and Restrictions*. The proposed budget is enclosed with this mailing and the board members and management will be available to answer any questions.

The second meeting that will follow immediately is the Annual Meeting of the members required by Article III paragraph 1 of the by-laws. The board of directors has proposed a number of items for consideration by the membership:

1. Increase Board to 5 members.
2. Establish regular quarterly meetings of the Board.
3. Election of Directors.
4. Review financial reports.
5. Review and discuss Capital Improvement Study.
6. Open for question, comment, and suggestion.

We urge all members to attend this important meeting; a proxy form is included in this mailing; if you cannot attend use this form to appoint a friend or neighbor to attend and act on your behalf.

Reminder: Use the Association's web site to access documents, such as minutes of meetings, financial reports, Declaration, insurance, and more. If you have any questions call our management office 720-400-9090 or email [wmcaniglia@gmail.com](mailto:wmcaniglia@gmail.com).

Sincerely,

Board of Directors

**NOTICE OF METING – RATIFICATION OF BUDGET**

TO: All owners of condominium units in Stapleton Mansion Homes  
Condominium Association, filing no. 2.

SUBJECT: Ratification of proposed budget for the Association for 2018 pursuant  
to Article III paragraph 6 of the Declaration of Covenant, Conditions,  
and Restrictions of Stapleton Mansion Homes Association.

You are hereby notified that the board of directors has set a meeting of Owners of the  
Association to be held on:

**Monday, October 2, 2017 at 6:30 PM at  
Stapleton Master Community Association Conference Room, 3<sup>rd</sup> Floor  
7350 E 29<sup>th</sup> Ave, Denver, CO 80238**

On August 17, 2017 the Board of Directors adopted a proposed budget for the  
Association for the year 2018; a copy of the budget is attached to this notice.

In order to fund the proposed budget the Board proposed a monthly assessment  
against each unit of \$246.00.

Unless at the above meeting the budget is rejected by the vote or agreement of  
Owners of units to which at least sixty-seven percent (67%) of the votes of the  
Association are allocated, then the budget is ratified, whether or not a quorum is  
present. In the event that the proposed budget is rejected, the periodic budget last  
ratified by the Owners must be continued until such time as the Owners ratify a  
subsequent budget proposed by the Board of Directors.

Date of this Notice: September 11, 2017.

Board of Directors,

By  \_\_\_\_\_  
Director, Secretary of the Association

Certificate of Mailing

I hereby certify that on SEP 11, 2017 a true correct copy of this Notice of Meeting, with  
the proposed budget attached was mailed to all Owners of condominium units in  
Stapleton Mansion Homes Condominium Association filing no. 2, by first class United  
States Mail. .

  
\_\_\_\_\_  
William T. Caniglia, Property Manager

Date: Sept 11, 2017



**Notice of Annual Meeting of Members  
of  
Stapleton Mansion Homes Condominium Association  
("Assiciation")  
(Pursuant to Article III, para. 1 of the By-Laws)**

To: All members of Stapleton Mansion Homes Condominium Association,

You are hereby notified that the annual meeting of the members of the Association will be held on;

Monday, October 2, 2017 at 6:45 PM at  
Stapleton Master Community Association Conference Room, 3<sup>rd</sup> Floor  
7350 E 29<sup>th</sup> Ave, Denver, CO 80238

The Agenda for the meeting is as follows:

1. Consider amendment of Article IV, paragraph 1 of the By-Laws to increase the number of directors from three (3) to five (5) to manage the affairs of the Association, three (3) directors to serve for a term of one (1) year and two (2) directors to serve for a term of two (2) years.
2. Establish dates and times for regular quarterly meetings of the Board of Directors under Article VI paragraph1 of the By-Laws for the calendar year of 2018.
2. Nomination and election of directors pursuant to Article V of the By-Laws.
3. Review of financial reports including reserve balances of the Association for year ending December 2016 and year to date 2017.
4. Review Capital Improvement Study prepared Associates Real Estate Group (AREG).

Date of this Notice: September 11, 2017.

Board of Directors,

By   
Director, Secretary of the Association

Certificate of Mailing

I hereby certify that on Sep 11, 2017 a true correct copy of this Notice of Meeting, with the proposed budget attached was mailed to all Owners of condominium units in Stapleton Mansion Homes Condominium Association filing no. 2, by first class United States Mail.

  
William T. Caniglia, Property Manager

Date: Sep 11, 2017

STAPLETON MANSION HOMES CONDOMINIUM ASSOCIATION, INC.

PROXY

FOR: Annual Meeting of Members of Stapleton Mansion Homes Condominium

Association - To be held

On Monday, October 2, 2017 at 6:45 PM at

Stapleton Master Community Association Conference Room, 3<sup>rd</sup> Floor

7350 E 29<sup>th</sup> Ave, Denver, CO

I, (We) \_\_\_\_\_, Principal(s), Unit  
(Print name(s) of unit owner(s))

Owner(s) and member(s) in good standing of Stapleton Mansion Homes Condominium Association, Inc. (the "Association"); under the provisions of the Articles and By-Laws of the Association, do hereby appoint the following person to serve as my Proxy and to appear at the above meeting; and to vote in my name, place and stead; and according to the number of votes allocated to my Unit that I am entitled to cast if I were personally to attend the above meeting, with regard to all matters coming before such meeting that are to be determined by vote of the membership.

The named Proxy may appear at the above meeting with this Proxy Form completed and signed by the Principal and vote on behalf of the Principal. The appearance of the Proxy shall be for the purpose of determining a quorum for the meeting as well as voting as stated above.

I appoint the following as my Proxy as stated above:

Print Proxy's Name \_\_\_\_\_ Proxy

Unit Owner's Address \_\_\_\_\_

Unit Owner Name: (Print): \_\_\_\_\_

Unit Owner's Signature \_\_\_\_\_ Date: \_\_\_\_\_